



Vocational Rehabilitation Discovery Profile

Adapted From *Developing Vocational Themes* by Cary Griffin and Dave Hammis

The following information provides guidance on how to effectively carry out the Discovery process and complete the Discovery profile, including identification of Vocational Themes.

The Discovery Process is designed to generate no fewer than 3 overarching **Vocational Themes**.

- Themes are not job descriptions or job titles.
- Themes are broader umbrella topics that represent an accumulation of many jobs, environments, skills/task sets, and interests.

For example, consider a theme of 'caring for others.' This is broader than a job title such as childcare worker, home health aide, dog groomer, certified nursing assistant, caseworker, etc., yet encompasses all of these things and more. A theme of caring for others offers a large variety of potential jobs, some of which may be a good match for the consumer and others that are not. Once one or more appropriate themes are identified, we can then identify a more specific vocational goal that represents the best match for the consumer.

Another example of a theme is 'building.' A theme of building could lead to a vocational goal of woodworking, assembly or factory work, service technician, construction, hardware store clerk, etc. Creatively exploring themes should lead to identification of a number of potential job options, including entry-level, unskilled jobs as well as skilled professions.

We can identify vocational themes through the following:

- *By learning about interests and exploring how those interests developed*
- *By obtaining evidence of current skills as well as skills that can potentially be taught/learned*
- *By exploring work environments and conditions that make sense*
- *By exploring the community using informational interviews and observing the individual in a variety of settings*
- *By expanding an individual's knowledge of the local job market as individuals often have a very narrow focus of their potential job options*
- *By understanding that skills and tasks often transcend industry sectors*
- *By engaging a team for ideas*

The Discovery Process helps determine where both interests and skills lie. If caring for others, or building is determined to be a theme through various Discovery Process activities (e.g. a positive work experience or job shadow in a nursing home; building a bookcase for a local church), then a List of Places is developed for that particular theme.



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Date of Profile:	8/7/15		
Consumer Name:	Jane Sample	Consumer Contact Phone/Email/Addr:	555-555-5555/JSample@email.com
Consumer DOB:	5/5/85	Consumer ID/Seq:	55555
Severity level (if known)	MSD	Disability(ies)	Seizure D/O Depression
VR Counselor:	Bert Brown	VRC Contact Info:	333-333-3333
VR Case Coordinator:	Marge Smith	VRCC Contact Info:	222-222-2222
Employment Consultant:	Betty Blaze	EC Contact Info:	111-111-1111
Provider:	Rehab Inc.	Alternate Consumer Contact:	777-777-7777 (husband, Pete)

Background Information

Include a summary of information collected through review of collateral information and interviews with the consumer, family, school personnel, and others who are part of the individual's support network.

Work History	<p>[Update 7/6/15 by Bert Brown, VRC]: Employed at XX Federal Credit Union as a customer service rep for about 2 years (answered customer questions about accounts, looked up account info, processed bank transactions, also did some troubleshooting with the computer software program and assisted with updating website periodically). Tried to return to work 2 days post injury (a fall as a result of a seizure) and became easily confused and disoriented. Needed medical follow up. Then went on FMLA for 6 months and was ultimately terminated.</p> <p>Prior to that position she worked with XX Sports Property as a marketing coordinator. She developed publications such as sports schedules, ticket information, etc. that was posted online and/or sent out in mailings. She was responsible for all social media marketing. She held that job for about 3 1/2 years.</p> <p>[Update 7/14/15 by Betty Blaze, ES] During college, she held a work study position for 2.5 years in the admissions office, assisting with filing student applications, taking phone calls and answering questions, and scheduling students for tours.</p>
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Education Level (i.e. degree, diploma, GED, certification of completion)	<p>[Update 7/6/15 by Bert Brown, VRC]: Bachelor's degree in Business/ Marketing from XX University</p>
Potential Transferable Skills	<p>[Update 7/14/15 by Betty Blaze, ES]: Web Development</p> <p>Social Media knowledge</p> <p>General Marketing skills</p> <p>Good writing skills</p> <p>[Update 7/24/15 by Betty Blaze, ES]: Jane has excellent knowledge of Microsoft programs including Word and Powerpoint, and some basic Excel skills as demonstrated through a computer assessment. Her typing speed is 40+ WPM, and she was also able to demonstrate some skills with website development.</p> <p>[Update 7/31/15 by Betty Blaze, ES]: Excellent knowledge of computer programs</p> <p>Excellent customer service skills</p> <p>Friendly and outgoing personality</p>
Academic Level, if known (i.e. reading level, math level, etc.)	<p>[Update 7/6/15 by Bert Brown, VRC]: High academic level, proficient in reading and mathematics skills, maintained GPA over 3.0 throughout college.</p>
Reported Interests and Preferences	<p>[Update 7/6/15 by Bert Brown, VRC]: Marketing- would enjoy a marketing specialist position or event specialist. She would be willing to work as an admin assistant in a company where she could use her marketing skills as a means to getting her foot in the door. She is also interested in non-profit or the healthcare industry.</p> <p>[Update 7/31/15 by Betty Blaze, ES]: computer graphics, updating website, designing power point presentations. Jane feels that she needs to start back to work at fewer hours than she worked in her prior job, due to stamina, fatigue and stress. She believes she would like to work 20-30 hours per week and then eventually work back up to full-time.</p>



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Local Labor Market Information

[Update 7/14/15 by Betty Blaze, ES]: 13-1161 Market Research Analysts and Marketing Specialists

Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
468,160	0.7 %	\$33.03	\$68,700	0.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$16.09	\$21.32	\$29.47	\$41.43	\$56.13
Annual Wage (2)	\$33,460	\$44,350	\$61,290	\$86,170	\$116,740

43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Excludes legal, medical, and executive secretaries (43-6011 through 43-6013). Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
2,207,220	0.3 %	\$16.59	\$34,500	0.2 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$9.89	\$12.59	\$15.98	\$20.05	\$24.19
Annual Wage (2)	\$20,570	\$26,180	\$33,240	\$41,710	\$50,320

[Update 7/31/15 by Betty Blaze, ES]: There are several businesses near Jane's residence that have marketing departments or would employ marketing positions, such as universities and mid-size corporations. There also at least 2 major hospitals within 20 miles of her home as well as numerous other healthcare facilities (assisted living centers, outpatient centers, etc.). There are many non-profit organizations near Jane's home as well. Her interests and skills seem to align well with her local job market and it is expected that she will have ample job opportunities especially since she is open to entry-level positions.



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Source(s) of support (i.e. SSI/SSDI, family, Medicaid, wages, etc.)	[Update 7/6/15 by Bert Brown, VRC]: Husband and parents income, Private insurance
Other Information Collected (i.e. emergency contact, guardianship info, etc.)	[Update 7/6/15 by Bert Brown, VRC]: Currently restricted from driving due to her seizures. She is directionally challenged and very nervous about driving. As of July 2015 she has been approved to drive in well-known areas and for short distances only.
Recommended Discovery Activities:	[Update 7/6/15 by Bert Brown, VRC]: Informational interviews in marketing and non-profit settings. Further career exploration needed to narrow goals. [Update 7/17/15 by Betty Blaze, ES]: Recommend a Situational Assessment to obtain a better idea of how her disability impacts her and to learn appropriate training strategies and identify potential accommodations. Also recommend a Computer assessment to obtain a better understanding of her computer skills and determine if any additional training or re-training might be necessary (Jane expressed some concerns about retention of some of her computer knowledge due to both the onset of the seizure disorder and her recent lack of employment which has caused her to be unable to keep on top of her skills).



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Part A: Comprehensive Discovery Process *[Note – part A **MUST** be completed if Discovery Activities including job shadows, situational assessments, and work experiences are performed. Completing applicable sections of part A may also be beneficial for individuals not receiving these specific services]*

Activities and Tasks

Briefly detail the Discovery Process Activities observed to date. Include the activity and location, the task(s) performed as applicable, as well as the date and duration of the activity. (A task is a function that is performed or a job duty or responsibility that is to be completed).

Activity & Location		Task	Date	Duration
1.	Informational interview CICOA Aging and In Home Solutions	Jane met with a supervisor and discussed the role of a Marketing Director with a non-profit agency. Also discussed other positions in the marketing industry and specifically marketing opportunities with non-profit organizations.	7/17/15	45 minutes
2.	Mock interview That's Good (HR Representative)	Jane participated in a mock interview with a HR professional. Her resume was reviewed and suggestions were provided for improving her resume.	7/22/15	1 hour
3.	Computer Assessment CRP Facility	Jane completed a variety of tasks using the computer including a writing sample, and numerous tasks in Word, Excel and Power point.	7/24/15	2 hours
4.	Situational Assessment American Cancer Society	Jane worked alongside a Marketing Professional for several hours. Jane updated information on the local chapter's company website, edited a portion of a draft newsletter, and created graphics for a power point presentation.	7/31/15	5.25 hours
5.				
6.				
7.				



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Are any additional discovery activities needed?

If yes, specify the recommended discovery activities and the reason those additional activities are needed.

[Update 7/31/15 by Betty Blaze, ES]: Consider Work Experience to evaluate Jane's marketing and office skills in a short term employment atmosphere dealing with customers and multiple responsibilities (i.e. multi-taking abilities, ability to move from one task to another with ease, stamina).

Skills

For the task(s) listed above, describe the discrete skill(s) exhibited during each activity (a skill is a learned ability of doing something competently or a developed ability through practice that contributes to the performance of a required task). Discuss the level of skill demonstrated including academic skills, teaching & support strategies; new skills that might be useful to introduce/teach; and other skills that may be useful to observe/explore.

Skills				
1.	<i>Skill Demonstrated</i>	[Update 7/24/15 by Betty Blaze, ES]: Good writing skills – used appropriate grammar, punctuation and spelling.		
	<i>Skill Level</i>	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Low
	<i>Teaching & Support Strategies</i>	Jane worked on a writing sample to present to potential employers. The ES sat with her and prompted her when needed; which was not often.		
	<i>Additional Comments (i.e. new skills, skills to explore, etc.)</i>	Jane used written language that would be expected for a college graduate. [Update 7/31/15 by Betty Blaze, ES]: Jane demonstrated good editing skills during the situational assessment when editing a portion of the newsletter.		
2.	<i>Skill Demonstrated</i>	[Update 7/22/15 by Betty Blaze, ES]: Appropriate social and personal interaction skills.		
	<i>Skill Level</i>	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Low
	<i>Teaching & Support Strategies</i>	During the informational interview and mock interview, Jane demonstrated good verbal interaction and appropriate social etiquette without need for assistance.		
	<i>Additional Comments (i.e. new skills, skills to explore, etc.)</i>	The HR professional and Marketing professionals both relayed that Jane is engaging and appears to be a smart young woman. Marketing professional suggested that Jane work on appearing more confident. ES will work on additional interview questions to help her become more comfortable and confident in answering interview questions and presenting herself in the best possible way.		
3.	<i>Skill Demonstrated</i>	[Update 7/24/15 by Betty Blaze, ES]: Computer skills including Microsoft word, excel and power point.		



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Skills				
3.	<i>Skill Level</i>	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Low
	<i>Teaching & Support Strategies</i>	<p>The ES sat with the client as she navigated basic computer programs including: Word, Excel, and PPT. She did not need any assistance and appears to have a good grasp of basics as well as more advanced computer skills (i.e. designing a powerpoint instead of just selecting a pre-set design and applying graphics and tables to slides). Jane had been concerned about her computer skills since she's been out of work for a while, but commented that it all came back quickly once she started performing the various tasks. It was nice to see this confidence booster for Jane!</p> <p>[Update 7/31/15 by Betty Blaze, ES]: Jane was also given the task of adding graphics to a power point during the situational assessment. The Marketing Professional provided some direction on the type of graphics she was seeking and some general information on where they should be applied in the power point. Jane really seemed to enjoy finding and applying the graphics and the Marketing professional seemed pleased with her work.</p>		
	<i>Additional Comments (i.e. new skills, skills to explore, etc.)</i>	Jane's resume was updated with her high level expertise in these programs.		
4.	<i>Skill Demonstrated</i>	[Update 7/31/15: by Betty Blaze, ES] Website Updates		
	<i>Skill Level</i>	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Low
	<i>Teaching & Support Strategies</i>	Jane was able to make appropriate updates to the website with minimal instruction. She was given the specific content that needed to be updated and was able to apply the updates where needed.		
	<i>Additional Comments (i.e. new skills, skills to explore, etc.)</i>	<p>It is clear that Jane has expertise with this skill and is comfortable with this task.</p> <p>Overall, Jane has some excellent skills that are in line with her interests in marketing or related, however she lacks confidence in her skills and will benefit from working on ways to appear more confident when talking about her skill set and strengths.</p>		
5.	<i>Skill Demonstrated</i>			
	<i>Skill Level</i>	<input type="checkbox"/> High	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Low
	<i>Teaching & Support Strategies</i>			



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Skills		
	Additional Comments (i.e. new skills, skills to explore, etc.)	

Interests

One discovers his or her interests through repeated exposure with family, friends, educational opportunities, through personal exploration, and vocational exploration. Often, for individuals with significant disabilities, choices are limited, and what appear as interests are actually the choices of others. List the Interests revealed through discovery observations & conversations. When discussing, match interests with skills and tasks to help clarify *where the career options make sense*.

Interests	
1.	[Update 7/14/15 by Betty Blaze, ES] Social Media
2.	Planning events/activities
3.	Designing/computer graphics
4.	Helping and working with others
5.	Sports
6.	Working as part of a team
7.	[Update 7/31/15 by Betty Blaze, ES] Working on the computer, especially designing power point presentations an adding graphics, and also updating websites.



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Personality Traits

Describe the individual in terms of personality or behavioral qualities they demonstrate. Personality traits are characteristics distinct to the individual. In outlining personality traits, be especially careful not to speculate; just report on what's been observed. Use the individual's personality traits as a guide to the type of environment most suitable/preferable for employment, and to determine what works and what doesn't work for the individual. This information often helps inform the conditions of employment. Some examples of personality traits may include punctuality, style of dress, flexibility, assertiveness, sociable, detail oriented, and sense of humor.

Personality Traits	
1.	[Update 7/14/15 by Betty Blaze, ES] Friendly, personable, smiles often.
2.	Very punctual
3.	Caring attitude/ Concerned about others well being
4.	Motivated to Succeed; enjoys working
5.	Very neat in dress and appearance
6.	Presents herself as an intelligent young woman
7.	[Update 7/31/15 by Betty Blaze, ES] Sometimes presents as lacking confidence



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Conditions of Employment/Ideal Work Environment

The conditions of employment and ideal work environments are the considerations for good worksite matches and include elements such as preferred work hours, benefits and wages, performance of specific tasks and the use of particular skills, regularity and intensity of supervision, work setting, and other preferences. Please also specify whether any of the conditions of employment and ideal work environments are non-negotiable, meaning that the condition/work environment is requirement for the consumer and not just a preference.

Conditions of Employment and Ideal Work Environments		Check if non-negotiable
1.	[Updated 7/14/15 by Betty Blaze] Working at agency that helps others such as a non-profit or Healthcare agency; office environment	<input type="checkbox"/>
2.	Part Time Employment/ adding hours as her stamina increases	<input type="checkbox"/>
3.	To make at least \$9.00 an hour, preferably \$10+/hour	<input type="checkbox"/>
4.	Supportive supervisor who understand her abilities	<input type="checkbox"/>
5.	No flashing lights or loud noises (due to seizures)	<input checked="" type="checkbox"/>
6.	No job requirement to drive	<input checked="" type="checkbox"/>
7.	Daytime hours, no weekends	<input type="checkbox"/>



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Vocational Themes

Based on the evidence collected and discussed so far, what are the solid themes? What information do you need to solidify the list of Vocational Themes? *Remember, a theme is a broad umbrella topic that represents an accumulation of many jobs, environments, skills/task sets, and interests.*

Solid Vocational Themes		Information/Activities Needed for Final List of Vocational Themes
1.	[Update 7/31/15 by Betty Blaze, ES] Marketing/Public Relations	Consider whether a work experience is necessary to gain further insight into abilities and learning strategies, as well as more insight on stamina. Jane is most familiar with sports marketing, but further exploration into the marketing/PR field will broaden job opportunities.
2.	Graphics/Design	Jane has some great skills in this theme such as power point design and graphics, and some experience with website updates. Further exploration of the job market and job requirements is needed, such as education background, certifications, etc.
3.	Social Media	Need to explore types of jobs in this theme. It is anticipated that specific jobs that fall into this theme may be similar to jobs in marketing theme.
4.		
5.		
6.		

Are there other potential themes that need to be further explored? If yes, please outline the additional themes that need to be explored and why?

[Update 7/31/15 by Betty Blaze, ES] Event Coordinator - She does not have any experience in this field, however has a strong interest in this field. A work experience in this field may be necessary to explore further and possibly gain some experience. Jane is also open to any kind of work in an office environment which may offer more part-time options than marketing jobs. Jane would like to explore themes identified above first, but is willing to start in a more entry-level office environment job such as administrative assistant. Jane has also expressed a desire to return to work as soon as possible (ideally within 3 months). She feels it's best to pursue work in line with her most recent job experience and her skills seem to be in line with this as well. If she is unsuccessful in securing employment within a few months, she may wish to visit exploration into additional vocational areas.



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Local Employment Opportunities Aligned with Vocational Themes

List places of businesses that have hiring opportunities that are in line with the identified vocational themes of the consumer. The listings should be within the consumer's community and appropriately aligned with the local labor market.

Theme 1: Marketing/PR		Theme 2: Graphics/Design	Theme 3: Social Media
1.	CICOA Indianapolis, IN	Brilgent, Indianapolis	University of Indianapolis
2.	Community North Hospital Carmel, IN	Midwest Graphics, Indianapolis	Butler University, Indianapolis
3.	American Senior Communities Indianapolis	Novitex, Indianapolis	Chamber of Commerce
4.	Cancer Society Indianapolis Area	Xerox, Indianapolis	City of Indianapolis
5.	Disability Organizations	IN State Fair Commission, Indianapolis	Sport Teams/Organizations
6.	Indianapolis Zoo Indianapolis, IN	Klipsch Music Center, Noblesville, IN	Indy 500 Organization
7.	Eiteljorg Museum Indianapolis, IN	Local Hospitals	Political campaign team
8.	Girls Scouts	State or Local Government	
9.	Big Brothers, Big Sisters		
10.	Sports Teams/Organizations		
11.	State or local government marketing dept.		
12.			



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Part B: Job Development & Placement Plan

Summary

Summarize findings from the Discovery Process and include the following information in your description below.

<i>Best Learning Mode/Methodology:</i>	[Update 7/14/15 by Betty Blaze, ES] Hands on or observation
<i>Places/Situations to Avoid:</i>	High stress, extremely busy, hot buildings, lots of flashing lights
<i>“Off-the-Job” Support Needed/ Who Will Provide:</i>	May need assistance with routing trip to work, needs to work close to home to avoid heavy driving
<i>Identified Barriers – Disability Related:</i>	Organizing, visual scanning, seizures, migraines, transportation
<i>Identified Barriers – Other: (e.g. criminal history, lack of education, language, etc.)</i>	Drives but not comfortable driving outside of immediate area or driving at night. Lacks confidence in her abilities and sometimes this is apparent in interview situations. Tires easily and some stamina issues due to migraines.
<i>Support/Accommodations to Address Identified Barriers:</i>	Job coaching, employment applications and steps, education on disability for the supervisor and co-worker, accommodations (if needed).
<i>Identified Personal Resources: (e.g., Benefits, Family Support, Job Connections, Child Care Support)</i>	Family, husband, and friends; church members
<i>Transportation To and From Work:</i>	May drive if a short distance, husband or family may be able to drive depending on location and schedule, would consider the bus.
<i>Ideal Work Schedule and wages (Days and Hours) and Why:</i>	Part time hours, weekdays only, \$9.00 per hour minimum.
<i>Support Team (e.g. family, case manager, residential, behavioral specialist, medical care, etc.)</i>	Family, church family, resource facilitator, doctors
<i>Other Unique Factors: (e.g. physical restrictions, health factors, medications, cultural considerations)</i>	[Update 7/31/15 by Betty Blaze, ES] Her medication is new and Dr. is still adjusting dosage with goal of preventing seizures while limiting other side effects; there may be some accommodations needed on the job such as computer equipment that will assist with preventing eye fatigue and migraines (i.e.



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	possibly large monitor, ability to dim lighting, or other).
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Vocational Recommendation

Based on what has been learned and observed, what is the vocational recommendation (recommended job goal(s))?

Marketing or Administrative Assistant most closely match Jane's interests, preferences, skills, ideal work environments, etc.

Strategies

Describe strategies for achieving the vocational recommendation.

Strategy		Responsible Party	Time Line
1.	Update Resume for marketing jobs, modify resume for admin asst. jobs if needed. Create appropriate cover letter template.	ES/Jane	By 9/1/15
2.	Practice interview skills, using the feedback from the mock interview conducted to improve upon appearing confident and addressing questions about reasons for leaving last place of employment.	ES/Jane	Ongoing
3.	Make a list of places where family, and church family work – inquire about potential job openings or internships. Also review openings online and attend local job fairs.	ES/Jane	By 9/8/15 and ongoing
4.	Identify 3 appropriate references and obtain up to date contact information for each.	ES/Jane	By 9/8/15
5.	Provide appropriate on-site and off-site supports once placed; coordinate support with Resource Facilitator and Employer as applicable.	ES/Jane/Resource Facilitator/Employer	Placement through stabilization
6.	Identify appropriate job accommodations if needed.	ES/Resource Facilitator/Jane/Employer	By job start date or within first week of job
7.	Communicate with VR Counselor regularly	ES and Jane	Ongoing



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Expectations

Complete the following section during a team meeting with the Consumer, Employment Consultant, and VR Counselor (i.e., the IPE development meeting).

1. What are the expectations for the frequency of meetings between job seeker and employment consultant?

Meet with the ES at least three times a month

2. What are the expectations for the types and frequency of communication between job seeker and employment consultant?

Speak on the phone or through email at least weekly about possible job opportunities, concerns, status updates, etc.

3. What are the expectations for the types and frequency of communication between job seeker and Vocational Rehabilitation counselor?

ES will touch base with VR Counselor monthly with progress updates (typically email), or more often if any concerns arise.

4. What are the expectations for the types and frequency of communication between Vocational Rehabilitation counselor and employment consultant?

Jane and VR Counselor will stay in contact through email at least every 2 months. Jane, VR Counselor and EC will meet as needed such as to review goal and strategies, or brainstorm additional job opportunities for Jane.

5. What are the expectations for time frame to review the goals (when will the team come back together in the event a job is not obtained i.e. 3 months, 6 months, etc.)?

The team will meet within 6 months face to face if no job is obtained within that timeframe.

6. What does job development look like?

Jane and ES will meet or talk several times a month to share leads and job openings and follow up on jobs in which Jane has applied. Jane will submit at least 10 job applications during the first month of job development and ES will also submit applications on her behalf. ES will assist in setting up additional mock interviews for Jane with the goal of 2 mock interviews within the next



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month. Jane will attend job fairs that meet her employment criteria.

7. Are there other expectations to set? If so, please detail below.

Jane and ES will immediately notify one another when an application has been submitted to prevent doubling up on applications and keep one another informed. Jane will also let ES and VR Counselor know if any of her contact information changes. Jane will work hard to keep all appointments, but if she needs to reschedule she will also call at least a day in advance.

Responsibilities

Each team member should provide input on responsibilities for the job development/placement process.

<i>Job Seeker:</i>	Regular contact with the Employment Specialist (at least weekly). Follow up on leads given and communicate progress. Complete at least 10 appropriate job applications with the next 30 days. Stay in touch with VR Counselor regularly (at least every 2 months) and contact VR Counselor immediately if any major concerns arise. Once hired communicate with ES and the VR Counselor about progress and/or issues on the job. Continue to work with Dr. on adjustments to medications and keep ES and VR Counselor up to date on any significant changes in managing migraines or Medicaid side effects.
<i>Vocational Rehabilitation Counselor:</i>	Stay informed with Jane's progress and be available to Jane and ES to brainstorm and problem solve. Share ideas for job opportunities. Schedule meeting with Jane and ES within 6 months if no job is obtained during that time. Follow up on accommodation needs once Jane is hired.
<i>Employment Consultant:</i>	Assist with job development activities including identification of appropriate jobs in line with IPE goal, and completing applications on behalf of Jane. Continue regular contact with Jane through email, phone and meetings. Provide support on-site and off-site as appropriate once a job is obtained. Assist Jane with disclosure of seizure issues as appropriate and educate supervisors and co-workers on how to respond in the event of a seizure as needed. Inform VR Counselor immediately upon receipt of a job offer. Provide monthly progress to VR Counselor and contact VR Counselor with any major concerns.
<i>Other:</i>	Jane's Resource Facilitator will stay engaged throughout the job development process and will assist as appropriate with supporting Jane on the job as well as identification of appropriate accommodations or modifications on the job.